



## ENCLOSURE 9 – CAX Course Grafenwöhr Training Area GTA Support Provisions

1. **Base Access.** Entry to the GTA is controlled by the Installation Access Control System (IACS). If not already registered, your ID card needs to be registered in the IACS. (You will not be denied access to the Post with a valid ID Card.) You will be directed to complete the five-minute registration process into IACS during the first three days of the course.

### 2. **Transportation.**

a. The Reserve Component Liaison Office, who assists with arranging Balkans deployed student enrollment in the CAX Course, provides a van to shuttle students to and from Camp Normandy to the main post, as well as to the Camp Normandy dining facility.

b. A valid USAREUR driver's license is required to operate this van.

c. Personal use of the course van is not authorized.

d. All instances when the van will be taken off site, outside of the GTA, such as for designated course social events, must be coordinated through the CAX Course Director. (On Camp Normandy, the CAX Course classroom, computer lab, and student billeting are within easy walking distance from each other. The dining facility is an approximate quarter-mile distance away.)

### 3. **Billeting.**

a. Billeting Assignment. **Planning for the CAX Course is conducted on the premise that all students will reside in government provided billeting in the schoolhouse area;** however, only deployed students are guaranteed a room assignment.

b. Deployed Students. Priority of billeting accommodations is given to you if you are attending CAX from a deployed location: Balkans, Afghanistan; Iraq; etc... If you are deployed, you are required to stay in "no-cost" unit billeting, which means your billeting costs are not reimbursable. You will be assigned an area in the 3747th MFTB-E student billeting. Accommodations vary dependent on the number of students attending the Brigade schoolhouse at the same time. Your room assignment is determined by the receipt of your initial response email discussed in paragraph five.

c. Non-deployed Students.

1) **Every effort will be made to assign you a room in the government billeting provided by the 3747th MFTB-E. Prior to making other arrangements, confirm with the OES BN OPS, phone number outlined in paragraph 14, if you have been assigned a student billet. To support group interaction, if government billeting should become available upon your arrival to the course, you will be assigned a student billet despite authorization on your DD Form 1610 or CAX Course Orders to stay in other accommodations that lead to lodging reimbursement from the United States Army.**

2) If student billeting is not available, ensure your authorization to stay in commercial billeting, as detailed on your DD Form 1610 or CAX Course Orders, does not result in lodging reimbursement through either the 7th Army Training Command or 7th Army Reserve Command and subordinate units.

3) If student billeting is not available, you are required to make your own billeting arrangements. The telephone number of the Grafenwöhr lodging facility, The Tower Inn, is DSN (314) 475-1700. If rooms are not available, The Tower Inn will provide you with a "Statement on Non-availability." You should also request telephone numbers to local hotels.

d. Billeting will not be available until Day One of your course. **Logistical support prior to the start of your course must be coordinated prior to your arrival.**

4. **Health Clinic Graf.** Building 475 Main Post. Mon-Fri, 0700-1600 for sick call. Thr, 1300-1600 for sick call.

5. **Dental Clinic Graf.** Building 131 Main Post. Mon-Fri, 0730-1630. Exams 1200-1400.

6. **Dining.**

a. **Dining Facility.** (Building 3305 on Camp Normandy. Breakfast served daily from 0600-0830, Monday through Friday. Lunch served daily from 1130-1300. Dinner served daily from 1630-1800. Telephone 09641-83-8788 or 8785 / DSN 475-8788 or 8785.) The course schedule is designed to allow all students and staff leaders to eat "government meals" at the dining facility. Officers authorized BAS are required to pay for their meals at the dining facility. If you do not receive BAS, be prepared to display your ID card and DD Form 1610 / CAX Course Orders to allow you to eat without payment. Though there are other facilities on and off post to eat, students directed to eat "government provided meals" will not be reimbursed for breakfast, lunch, or dinner eaten away from the dining facility at full price; per diem paid is minimized when government meals are directed / provided.

b. Burger King and Anthony's Pizza. (Building 612 on Main Post. Mon-Thr, 0700-1900. Fri, 0700-2000. Sat, 0800-2000. Telephone: 09641-83-8062 / DSN 475-8062.) Burger King has a drive-through window. Anthony's Pizza gives discounts for the return of their pizza boxes but they do not deliver. Anthony's Pizza is planning to open a shop at Camp Normandy in the July/August timeframe.

c. Bowling Alley and Post Tavern. (Building 612 on Main Post. Mon-Thr, 1100-2200. Wed, 1100-1330. Fri-Sat, 1100-2300 Telephone: 09641-83-6177 / DSN 475-6177. The bowling alley is also housed in this food complex area as the Burger King and Anthony's Pizza.

d. Shoppette and Four Seasons.

1) On main base, the Shoppette and Four Seasons operate from the same location. (Building 534, Mon-Thr, 0700-1930. Fri-Sat, 0700-2100. Sun, 0900-1930. Telephone: 09641-83-8373 / DSN 475-8373.) At the Shoppette, you can purchase food, toiletry, and some administrative items as required.

2) On Camp Normandy (Building 3344, Mon-Sun, 1100-1900, when PLDC is in session. Telephone: 09641-83-6696 / DSN 475-6696.) When closed, CAX students will have to use the Shoppette on main post or at Camp Algiers. Schedules not provided.

e. Commissary. (Building 150, Main Post. Mon, Tue, Thr, and Fri, 0900-1900. Sat 1000-1700. Wed and Sun, Closed. Telephone 09641-83-7136 / DSN 475-7136) Small but adequate. Prices at the commissary tend to be lower than those in the Shoppette.

7. **Postal Services.** [Community Mail Room] (Building 633, Mon-Wed-Fri, 1000-1300 and 1600-1730. Thr, 1000-1300 and 1500-1730. Sat-Sun, Closed. Telephone: 09641-83-6164 / DSN 475-6164.) An APO and US Post Office is located on Main Post; no mail support is provided at Camp Normandy. Mail

arriving to the post office will be included in mail to the 3747th Brigade and brought to the OES BN area by the 3747th MFTB-E Mail clerk or OES BN OPS NCO. Incoming mail and other correspondence should be addressed as follows:

Military

Rank and Name  
ATTN: OES BN, CAX Course  
3747th MFTB-E  
Unit 28130,  
APO AE 09114

Civilian

Rank and Name  
ATTN: OES BN, CAX Course  
3747th MFTB-E, Bldg. 500  
Grafenwöhr Lager  
92655 Grafenwöhr, Germany

**8. Finances.**

a. Bank of America (Community Bank). (Building 105, Main Post. Mon, Tue, Wed, and Fri, 0900-1600. Thr, 1000-1700. Sat and Sun, Closed. Telephone 09641-92240 / DSN 475-6140. You must have an existing checking or savings account to cash personal checks at the local bank. However, the bank does have external cash machines for use with any ATM card, providing both U.S. and EURO dollars.

b. Credit Union. (Building 224, Main Post. Mon-Wed, and Fri, 0900-1600. Thr, 1130-1730. Sat and Sun, Closed. Telephone 09662-9235.

c. Military Pay.

1) Specific military pay services are provided through the 106th U.S. Army Finance. An appointment to the finance office is required if such services become necessary. You must coordinate your financial requirements through the CAX Course Director prior to making the appointment – since you must inevitably miss course instruction -- as well as prior to departing the school area to obtain the finance assistance needed.

2) If you are a 7th ARCOM or Active Army student, your unit will pay your entitlements derived from attending the CAX Course. It is your responsibility, if required, to ensure your CAX Course Orders are signed verifying attendance. As required and upon request, the CAX Director will provide DA Form 1380, Active Duty Performance Verification.

3) If you are an IRR or IMA Reserve Component officer and the 3747th MFTB-E must ensure you are paid your entitlements derived from attending the CAX Course, you must submit all documents listed under *IMA Pay Packet Requirements* in Enclosure 12. To receive pay, you must be “assigned” to the brigade; therefore, this packet contains all documents required to complete brigade in-processing.

d. Ration cards.

1) If you are an Active Component student, you will not require a ration card.

2) If you are a Reserve Component student activated for a mobilization or an extended active duty, you should not require a ration card.

3) If you are a Reserve Component student on active duty for the CAX Course only and are authorized U.S. Forces support from your civilian employer you should not require a ration card.

4) If you are a Reserve Component student on active duty for the CAX Course only and are not authorized U.S. Forces support from your civilian employer, you must obtain the authorization documents and ration cards from your home unit.

5) If you are a Reserve Component IRR or IMA student on active duty for the CAX Course only, you will obtain the authorization documents and ration cards from the 3747th MFTB-E during in processing. Pay particular attention to the "Pay Packet Requirements" in Enclosure 5.

6) When authorized, rationed items can be purchased with the proper identification – a valid ID card, an issued ration card, and a copy of the DD Form 1610 / CAX Course Orders. Rationed items include cigarettes, liquor, and fuel. To purchase fuel, you must also have a copy of your vehicle registration or vehicle rental/leasing contract (as applicable).

## **9. Laundry and Laundry Facilities.**

a. Laundry. Washing machines and dryers are available in student billeting.

b. Laundry Facilities. (Building 556, Main Post. Daily, 24-hours.) There is a charge to use the washing machines and dryers, which is located across from the Burger King.

## **10. Uniform Cleaning.**

a. Post Dry Cleaning. (Building 556, Main Post. Mon - Thr, 0730-1600. Fri, 0730-1430. Sat-Sun, Closed. Telephone 09641-1616 / DSN 475-7353.) Two-day uniform cleaning service is customary, at a cost of approximately \$6.00 per set. **Dry cleaning services are expected to close on GTA.**

b. **VILSECK** Post Dry Cleaning. (Building 301. Mon - Fri, 1000-1800. Sat, 1000-1400. Sun, Closed. Telephone 09662-1015.

## **11. Grooming.**

a. Barber Shop. Building 623, Main Post. Mon - Fri, 1000-1745. Sat, 1000-1345. Sun and German Holidays, Closed. Barber Shop Telephone 09641-83-6490 / DSN 475-6490.

b. Beauty Salon. Building 623, Main Post. Mon - Fri, 1000-1745. Sat, 1000-1345. Sun and German Holidays, Closed. Barber Shop Telephone 09641-2814.

c. Personal appearance must be maintained IAW AR 670-1. You are expected to maintain your military appearance throughout the course. Officers should not need reminders to ensure their personal appearance is in compliance with Army standards. The barber shop and beauty parlor are located in the same hallway but on the opposite side from the alteration shop and post dry cleaning. Pedicures and acrylic nails service available.

12. **Office Source.** Building 1164, Camp Aachen. Mon - Fri, 0930-1730. Sat - Sun, Closed. Barber Shop Telephone 09641-929401 / DSN 475-6694.) Most administrative supplies that you may need, such as highlighters, tabs, and document protectors can be purchased at the Office Source. Be mindful that this is a training base and supplies go quickly.

13. **Clothing Sales.** (Building 1008, Camp Aachen. Mon – Fri, 0930-1730. Sat 1000-1700. Sun Closed. Telephone 09641-3115.) Usually stocked with the items normally needed by CAX Course students

(missing portions of the APFU). Again, be mindful that the GTA is a training base and supplies go quickly.

**14. Post Exchange (PX).**

a. Grafenwöhr. Currently Closed.

b. Vilseck (Building 2203. Mon – Sat, 1000-2000. Sun 1100-1900. Telephone 09662-41180 or DSN 475-2700.) Located on the opposite side of the same building as the alterations, dry cleaning, barber shop, and beauty parlor. The temporary facility is the training area's Post Exchange, book store, and power zone (electronic items.) Due to the facility's size, stock is limited.

**15. Valuables.** The safekeeping of valuables is your personal responsibility. Do not bring high value, easily pilfered items to the CAX Course.

**16. Contraband.** Do not bring any items to the GTA that would be considered unlawful. Examples of contraband include, but is not inclusive of all possibilities, drugs (other than what is prescribed by a physician), firearms, knives with blades exceeding 3 ½, etc.